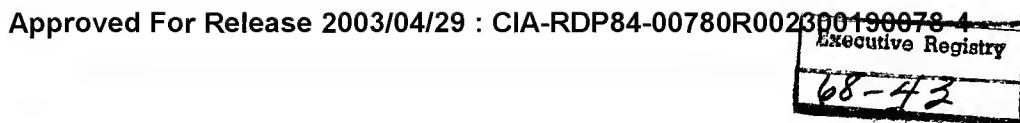


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DD/S 68-0020

03 JAN 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Clerical Brochure

Attached is the final draft of the clerical brochure which incorporates the several suggestions you had made on an earlier draft. Please let me have any comments or changes you suggest so that we can go to print as soon as possible.

[Redacted]
K. L. Bannerman
Deputy Director
for Support

Att.

Personnel 15
DD/S 68-0020

03 JAN 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Clerical Brochure

Attached is the final draft of the clerical brochure which incorporates the several suggestions you had made on an earlier draft. Please let me have any comments or changes you suggest so that we can go to print as soon as possible.

SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

Att.

DD/S:RLB:ksd (3 Jan 68)

Distribution:

Orig - Adse w/att

1 - ER

1 - DD/S Subject

1 - DD/S Chrono

R L B -

Again I come into the
picture late and therefore
lack the benefit of earlier
chapters on this brochure -
but reading it for the
first time made me
wonder if the first part
isn't too far up for clerical
applicants - if it doesn't give
an erroneous impression of
the significant part these
new clerical candidates
will play. At the

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that impression, I believe
this is excellent.

JWC

4/29/84

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2 January 1968

NOTE FOR: Mr. Bannerman via Mr. [Redacted]

This final proof of the new clerical brochure looks fine to me. It incorporates marginal notes made by Colonel White on the previous version, which was sent to us by the Office of Personnel on 4 October 1967.

I am ^{assured} ~~sure~~ that this brochure has been reviewed by the Recruitment Advertising Committee and that it is in the final stages of approval prior to publication. If it meets with your approval, you may wish to show it once again to Colonel White and the DCI if deemed necessary. You will note that changes due to the new pay bill have also been noted for the printer.

Recommend your approval.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION	NO.
STAT Executive Officer, OP 5E-56 Headquarters			DATE
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. STAT Mr. [redacted] STAT TD-18 Headquarters		26 Rec 6/7	JJ
2. [redacted]			
3. [redacted]			
4. DD/S			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Att.

[redacted]
Executive Officer
Office of Personnel

ILLEGIB

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Next 2 Page(s) In Document Exempt

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Assistant Deputy Director for Support 7D24 HQ		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Per Mr. [] telecon with [] we have deleted reference to the President in the brochure.

We have held pending Congressional action on the pay bill. Since nothing has really happened yet, suggest this go "as is" and if a pay bill is enacted before printing, we will change accordingly.

FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.		DATE
✓ Director of Personnel 5E56	[]	[]

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